

Michigan Department of Education  
FY 2004 Driver Education Reimbursement Report (SM-4339)  
Completion Instructions

**CHECK ALL THAT APPLY SECTION**

**Check Box 1** If your district operated an **eligible\***, Segment 1 class

**Check Box 2** If your district operated an **eligible\***, Segment 1 class as part of a consortium.

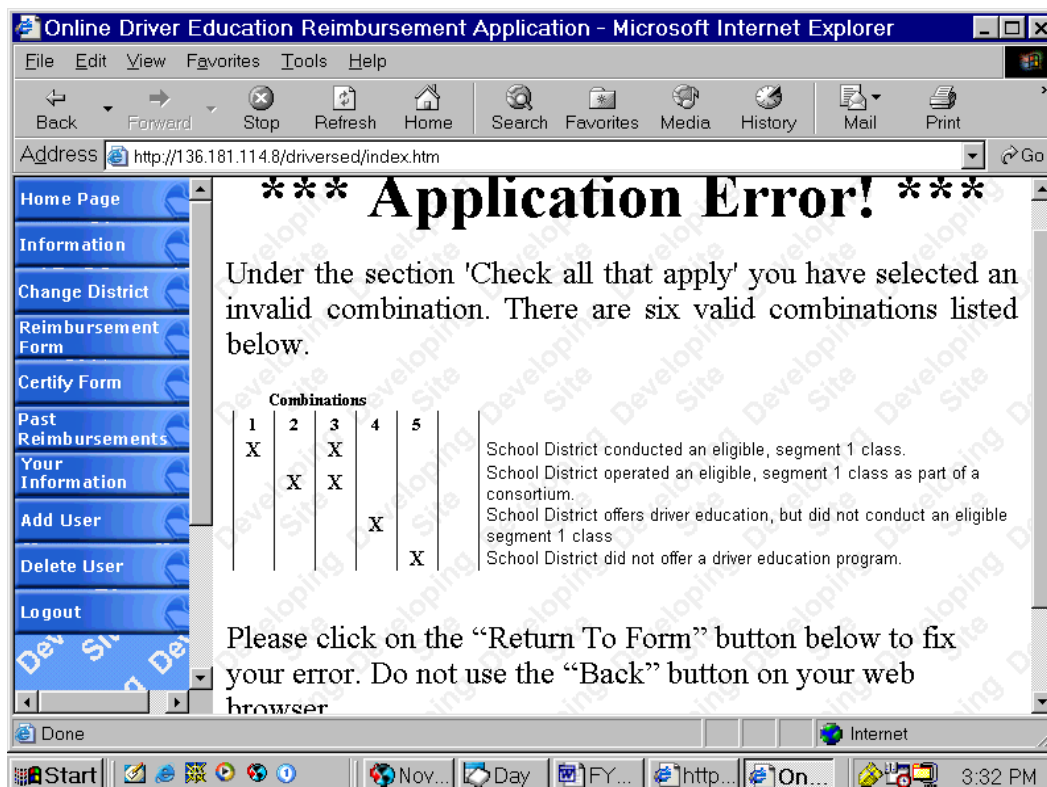
Check **BOTH Box 1 & Box 2** if your district operated both your own eligible, segment 1 class **AND** was part of a consortium offering an eligible segment 1 class.

**Check Box 3** If your district **offers** driver education, but did not conduct an **eligible\*** Segment 1 class. *(Use this box if you will be conducting a program in FY 2004, but did not have students complete a program during the period eligible for reimbursement.)*

**Check Box 4** If your district **has not** and **will not** offer driver education during FY 2004.

*\*See explanation at bottom of Worksheet to determine eligibility*

Should an **inappropriate combination of boxes be checked** (e.g., Box 1 and Box 4 – which would indicate the district “did and didn’t” conduct a program), **you will see the following screen after selecting the Error Check**



## PROGRAM INFORMATION

This portion must be reviewed **carefully**, as entry errors will **only** be noted with an **NA** which will replace the incorrect information, such as shown below. You may not enter eligible students if checking a box which indicates no program was conducted and vice versa.

**Online Driver Education Reimbursement Application - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media History Mail Print

Address <http://136.181.114.8/diversed/index.htm> Go

**Home Page**  
**Information**  
**Change District**  
**Reimbursement Form**  
**Certify Form**  
**Past Reimbursements**  
**Your Information**  
**Add User**  
**Delete User**  
**Logout**

**CHECK ALL THAT APPLY.**

- NA - School District conducted an eligible, segment 1 class.
- NA - School District operated an eligible, segment 1 class as part of a consortium.
- NA - School District offers driver education, but did not conduct an eligible segment 1 class.
- X** - School District did not offer a driver education program.

**A. PROGRAM INFORMATION.**

- Segment 1 students (for whom reimbursement is being claimed).
  - Students who completed the school's eligible, segment 1 class. **NA**
  - Students who completed an eligible, segment 1 at a sponsoring consortium. **NA**
  - Eligible students who used certificate of student participation:
    - Completed an eligible, segment 1 at another LEA. **0**
    - Completed an eligible, segment 1 at a driver training school. **0**

**TOTAL NUMBER OF STUDENTS CLAIMED FOR SEGMENT 1 ONLY.** **0**

**Eligible, Segment 1 Class (definition)**  
An eligible class is one that either started or concluded during the months of October 2003, November 2003, December 2003, or January 2004. Thus, an eligible segment 1 class could have started prior to October 1, 2003, as

Done Internet

Start N... Day ht... O... F... 3:50 PM

Thus, you must:

Enter a number of students in **1a.** if you checked **Box 1**

Enter a number of students in **1b.** if you checked **Box 2**

Enter a number of students in **BOTH 1a.** and **1 b.** if you checked **BOTH Box 1** and **Box 2**

If **Box 3** or **Box 4** were checked, you may ONLY enter a number of students in **1c.** or **1d.**

Appropriate numbers for eligible Segment 1 students may be entered in **1c.** and/or **1d.,** if applicable for any selection of boxes.